

Admission Requirements for Non-Degree-Seeking Graduate Students

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SECTION I. PURPOSE

This policy specifies the admission requirements for degree-, licensure- or certificate-seeking graduate students at the University of St. Thomas.

SECTION II. SCOPE AND APPLICABILITY

This policy governs all graduate programs offered in any school or college at St. Thomas. Its terms will apply in the absence of a more stringent policy at the school or college level. If a school or college does not maintain a more stringent policy for a graduate program, or if the school or college policy has omissions or gaps in terms that are covered by this policy, this policy will govern.

SECTION III. DEFINITIONS

When used in this policy, the following terms have the following meanings:

- a. ***Credit-bearing course*** means a course that (i) is offered by St. Thomas for academic credit, (ii) is required as an accompaniment to a course offered by St. Thomas for academic credit (e.g., a laboratory section), or (iii) bears no academic credit but is required or counted by St. Thomas as part of a credit-bearing program, in each case regardless of the mode of course delivery.
- b. ***Degree-, licensure- or certificate-seeking student*** means a student who has been admitted by St. Thomas to enroll in credit-bearing courses with the intention of obtaining a degree, licensure, or certificate.
- c. ***Transcript*** means documentation of a student's permanent academic record at an institution, including all courses taken, all grades received, all honors received, and all degrees conferred.

SECTION IV. ADMISSION REQUIREMENTS

A. Minimum Degree

In order to be admitted as a degree-, licensure-, or certificate-seeking student in a graduate program, applicants must meet minimum degree requirements. St. Thomas will accept as the minimum degree credential a baccalaureate or higher degree from a United States institution that is accredited by one of the institutional (formerly "regional") accrediting organizations (e.g., Higher Learning Commission). If applicants have degrees solely from institutions outside the United States, St. Thomas will accept those degrees as the minimum degree credential if the applicant complies with applicable policies on international admissions which are established by this policy and/or housed in each school or college at St. Thomas.

In exceptional circumstances, the dean may petition the executive vice president and provost for a waiver of this requirement. Copies of approved waivers are to be retained as part of the student's admissions file and must be on file prior to the student taking any academic course work.

B. Official Transcript

For every applicant admitted to a graduate program as a degree- or licensure-seeking student, an official transcript is required from each domestic and international institution for all degrees previously conferred. Transcripts that record only PSEO credits, non-credit course and/or Study Abroad credits are not required.

For every applicant admitted to a graduate program as a certificate-seeking student, an official transcript is required from each institution for all degrees previously conferred.

1. U.S. Institutions

As part of the graduate application process, the University requires academic documentation that reflects each applicant's full academic history and verifies the conferral of required degrees. These records help ensure consistent and fair evaluation for admission across all programs.

Unofficial Transcripts (Required for Application Review)

Applicants must upload unofficial transcripts from all post-secondary institutions attended, regardless of whether a degree was earned. This includes institutions where coursework was completed, transfer credits were earned, or prerequisites were fulfilled.

- Unofficial transcripts may be student-issued copies that are uploaded to the application.
- Unofficial transcripts must clearly show the institution's name, applicant's name, coursework, and grades.
- Unofficial transcripts are used for preliminary admissions reviews only.

Official Transcripts (Required Upon Admission)

If admitted, applicants must submit official transcripts from the institution(s) where their bachelor's degree and, if applicable, any graduate degrees were awarded.

- A transcript is official if it is delivered to the St. Thomas admissions office in a secure manner (e.g., directly from the institution by mail, delivery service, or secure electronic document, or in an institution's envelope with a secure seal by the institution if delivered by the applicant). For applicants with a degree from St. Thomas, St. Thomas transcripts can be retrieved from the institutional system of record and are considered official. For any U.S. institution, transcripts received from contracted third party partners such as EDUCO or IDP are regarded as official.
- Degree conferral must be clearly indicated on the official transcript.
- All required official transcripts must be received during the first term a student enrolls in courses. If the official transcripts are not received by the first day of the student's first enrolled term, a registration hold will be placed on the student's account, and they will not be able to register for their second term until the official documents are received. If a student has registered for courses in their second term and by the end of the first term official transcripts are not received, their registration may be dropped until such time as the official transcripts are received.

Additional Transcript Requirements

Some graduate programs or departments may require official transcripts from all institutions attended, especially if prerequisite coursework needs to be verified for admission, placement, or licensure requirements. The Financial Aid Office may also need official transcripts from all attended institutions if verification is needed to determine Title IV (Federal) aid eligibility.

If the primary baccalaureate degree was issued by an accredited institution located inside of the United States but contains more than 60 credits from an institution outside of the United States, a course-by-course transcript evaluation must be submitted for the coursework completed at the non-U.S. institution(s). If the transcript evaluation does not include a statement indicating that it was generated from original and/or authenticated documents, then an official transcript is required. If the transcript does not include a course-by-course analysis, then an official transcript with courses and grades written in English is required.

2. Non-U.S. Institutions

If the primary baccalaureate degree was awarded by an institution outside of the United States, a transcript evaluation must be submitted by a transcript evaluation service that is a current member of the National Association of Credential Evaluation Services (NACES). The transcript evaluation should provide the following information:

- A statement that the evaluation report was based on original and/or authenticated educational documents;
- A statement of U.S. equivalence of a baccalaureate degree from an institution that has institutional (formerly called “regional”) academic accreditation; and
- A course-by-course analysis that includes grades and GPA.

The transcript evaluation is considered to be the official transcript for that institution.

3. Waivers or Exceptions

For transcript waivers or exceptions, the Dean’s Office of each program may grant a waiver:

- a. for evaluated transcripts, official transcripts or transcripts based on categories of applicants such as H1-B visa, permanent residents, alumni or current students at partner institutions.
- b. of an official transcript if an applicant is admitted with a waiver under Section IV.A of this policy.
- c. College of Engineering Admissions Policies for India

Admission in 6th of 8 Semester

The College of Engineering will allow applicants from India to apply and be considered for conditional admission during their 6th of 8 academic semesters in a baccalaureate program.

Because the final year of study in many Indian institutions primarily consists of examinations and final assessments, applicants may be reviewed based on unofficial transcripts through the 6th semester.

Applicants admitted under this pathway will receive a conditional offer of admission pending:

- Completion of the bachelor’s degree

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- Official transcript submission
- Degree conferral verification

Official final transcripts and proof of degree conferral must be submitted as soon as available and no later than the 10th day of their first semester. An admissions hold will be put on the students account when they are admitted that starts on the 10th day of their first semester to hold them from registering for their next semester until we receive their documentation.

Failure to submit final documentation or complete the degree requirements will result in possible revocation of admission and cancellation of I-20.

Graduate Admissions will conduct an internal credential review upon receipt of final official documents to verify academic eligibility and remove admission conditions.

This process will be coordinated in consultation with International Student Services to ensure full compliance with visa regulations.

MOU with Universities

For institutions with whom the College of Engineering has established MOUs and documented academic equivalency standards, the School and Graduate Admissions may conduct internal credential evaluations using:

- AACRAO EDGE resources (the Electronic Database for Global Education and leading resource for evaluating foreign educational credentials in the U.S.)
- Historical and current University of St. Thomas student applicant data

These internal evaluations will be documented and maintained for compliance purposes.

This approach is intended to streamline processing where institutional familiarity and academic consistency are established.

Evaluations from India

To reduce financial barriers and streamline processing, the College of Engineering will cover the cost of a credential evaluation for Indian applicants through International Education Evaluations (IEE), a National Association of Credential Evaluation Service (NACES) member organization.

Evaluations completed through this initiative will:

- Be conducted solely for admission to the University of St. Thomas
- Not be transferable to other institutions
- Be retained as part of the student's admission record

Applicants who have already completed a NACES-member evaluation (e.g., World Education Services (WES)) may submit those evaluations in lieu of IEE.

Under any of these circumstances, adequate documentation must be retained as part of the student's admissions file.

4. Revocation of Admission for Fraud or Misrepresentation

Admission to graduate degree, certificate, and licensure programs is contingent upon the accuracy, authenticity, and completeness of all information submitted to the University. The University reserves the right to deny, rescind, or revoke admission; cancel enrollment; dismiss a student; revoke institutional financial aid; or take other appropriate administrative action if an applicant or enrolled student provides false, incomplete, altered, misleading, or fraudulent information in connection with admission, enrollment, financial aid, or continued eligibility.

Prohibited conduct includes, but is not limited to: submission of falsified or altered academic records, diplomas, test scores, or credential evaluations; omission of prior academic history; misrepresentation of employment or professional qualifications; fraudulent financial aid documentation; identity theft or impersonation; undisclosed third-party completion of application materials; or any material misrepresentation relevant to admission or enrollment decisions.

Suspected violations will be reviewed by the Office of Graduate Admissions in consultation with appropriate academic and administrative leadership. The University may require additional verification or documentation at any time. Administrative action may be taken regardless of when the misrepresentation is discovered, including after matriculation and prior to degree conferral.

If a college, school, or program maintains a more stringent policy regarding fraud, misrepresentation, professional conduct, or eligibility standards, the stricter policy shall govern and take precedence.

Confirmed fraud may result in referral to appropriate University offices or external authorities and may affect eligibility for institutional, state, or federal financial aid in accordance with applicable laws and regulations.

The decision of the Office of Graduate Admissions may be appealed directly to the Student Grievance & Conduct Committee under the University's Student Grievance Process.